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# PURCHASING USER MANUAL

## REJECT OR CANCEL A REQUISITION LINE ITEM

### INTRODUCTION

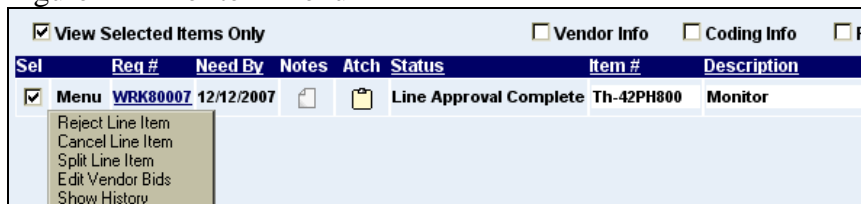
A purchaser can cancel or reject a requisition line item, whether it has been saved on a purchase order or whether it is just a requisition item available on the **PO** screen.

- Rejecting a requisition line item allows the requester to make any changes necessary (Description, Price, etc.).
- Canceling a requisition line item removes it from the **PO** screen and the requester cannot make any changes to it or resubmit it.

### TO REJECT OR CANCEL A REQUISITION LINE ITEM

1. Locate the requisition item:
  - a. Locate the purchase order on the **PO Status** tab, and then click **Edit** or **Order** to open the **PO** screen. (Typically the status of a saved purchase order is '**In Purchasing**'.)
  - b. If you want to reject or cancel a requisition item that has been approved and ready to purchase, click the **PO** tab.
2. On the **PO** screen, click **Menu** next to a requisition line item. The actions available on the menu will apply only to that line item, not to the entire purchase order.

Figure 1 - Line Item Menu



View Selected Items Only		Vendor Info		Coding Info		R	
Sel	Reg #	Need By	Notes	Atch	Status	Item #	Description
<input checked="" type="checkbox"/>	WRK80007	12/12/2007			Line Approval Complete	Th-42PH800	Monitor
<div>Menu</div> <div>Reject Line Item</div> <div>Cancel Line Item</div> <div>Split Line Item</div> <div>Edit Vendor Bids</div> <div>Show History</div>							

3. Click one of the following:
  - a. **Reject Line Item.** The line item is removed from the **PO** screen and sent back to the requester (**Requisition** screen). The requester can make changes to line item and re-submit it to the requisition process of their agency (fiscal coding and approval).
  - b. **Cancel Line Item.** The line item cannot be ordered. It is removed from the **PO** screen and cannot be changed or resubmitted by the requester.
4. Click **OK**.